

Subject to approval at the January 19, 2016, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

JANUARY 12, 2016
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers [arrived at 8:34 a.m.], Thomas J. Kent, and Jonathan C. Speaker. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. January 5, 2016 Meeting

Mr. Cohen moved to accept the minutes of the January 5, 2016, Board of Works meeting.
Mr. Speaker seconded the motion

The motion was adopted.

2. NEW BUSINESS

a. Bid Opening: Multi Conductor TV Inspection System – Street

Street Commissioner Payne stated that this bid is for a camera truck that will be used to inspect sewer and storm pipes. He stated that this will be an updated version of what we have already.

[Ms. Folkers arrived at 8:34 a.m.]

Corporate Counsel Burns opened the bids and read them aloud:

Company	Bid
Eco Infrastructure Solutions	\$258,847.00
Brown Equipment Co., Inc.	\$299,000.00

Mr. Speaker moved that the TV inspection system bids be taken under advisement. Mr. Cohen seconded the motion.

The motion was adopted.

b. Quote Opening: Happy Hollow Ravine Footpath, Phase IV – Parks

Parks Superintendent Fawley stated that this is hoped to be the final phase of working on the trail that runs through the ravine from Salisbury Street down into the park.

Counsel Burns opened the sole quote and read it aloud. The quote was from Simon Construction in the amount of \$91,540.00

Ms. Folkers moved that the Ravine Footpath quotes be taken under advisement. Mr. Speaker seconded the motion.

The motion was adopted.

c. Agreement: Maintenance – Breathalyzer Machine – Indiana State Department of Toxicology – Police

Police Chief Dombkowski requested approval of the annual maintenance agreement with the Indiana State Department of Toxicology for the breath test instrument. He explained that the agreement calls for the Department to do things such as maintain a network and access to the State for the machine.

Mr. Speaker moved that the maintenance agreement be approved. Ms. Folkers seconded the motion.

The motion was adopted.

d. Declare Items Surplus: Range Equipment – Police

Police Chief Dombkowski requested approval to declare several items of range equipment as surplus. He explained that these pieces are not used, and with Board approval they will trade these weapons for pieces that we do have a need for. He explained that we maintain a rifle in every squad car, and we are a few short because of the take-home vehicle program that has been well-received for officers who have moved into the City and bought a home. He stated that several of new officers are about to receive these vehicles.

The items declared as surplus are as follows:

Make	Model	Serial Number	Value
Hi Point	995	F29569	\$125.00
Smith & Wesson	M&P-15	ST01227	\$400.00
Beretta	CX 4 Storm	CX41438	\$300.00
Bushmaster	Carbon 15	CBC038520	\$200.00
Springfield (SLIDE ONLY)	XD40	XD403167	\$75.00
Springfield (LOWER ONLY)	SA40	USR11562	\$100.00
Smith & Wesson	M&P 9	HAF5309	\$275.00
Bersa	Thunder 380	C76826	\$150.00
Ruger	P95DC	311-11731	\$75.00
Olympic Arms	AR-15	AW2293	\$400.00
CN Romarm Sa/Cugir	GP WASR-10/63	AB-3699-80	\$300.00
7.62 X 39mm ammo	N/A	5,000 rounds	\$500.00
9mm ammo	N/A	1,800 rounds	\$205.00
Wilson 1911 Mags	N/A	17 .45 cal Mags	\$295.00

Mr. Speaker moved that the range equipment declared as surplus be approved. Ms. Folkers seconded the motion.

The motion was adopted.

e. Change Order No. 1: Cumberland Avenue Sanitary Sewer Extension – Atlas Excavating, Inc. – WWTU

WWTU Director Henderson explained the project for the new Board members. He requested approval of the first and only change order with Atlas Excavating, Inc. for the Cumberland Avenue Sanitary Sewer Extension. This adjusts the final completion date and the quantities that were actually installed. The final payment to Atlas will be the release of retainage, which is the next item on the agenda. There was no change in the contract amount. The final completion date changed from April 21, 2015, to September 17, 2015.

Mr. Kent moved that the Change Order No. 1 with Atlas be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Release of Retainage: Cumberland Avenue Sanitary Sewer Extension – Atlas Excavating, Inc. – WWTU

Director Henderson stated that the change order closes out the contract with Atlas, we have received assurance of payment for waiver of liens, and maintenance bonds have been received for the project. He requested for approval to release the retainage account funds from The Huntington National Bank to Atlas Excavating, Inc. He noted that Atlas is responsible for the fees, and will also be entitled to any interest that may have accrued.

Mr. Speaker moved that the release of retainage with Atlas be approved. Ms. Folkers seconded the motion.

The motion was adopted.

g. 2014 SRF Loan Disbursement Request No. 39: Sheraton and Fairway Knolls Lift Station Project – Wessler Engineering – WWTU

Director Henderson requested that 2014 SRF Loan Disbursement Request No. 39 to Wessler Engineering in the amount of \$8,163.00. This is for the onsite inspector on the project. He stated that as we are wrapping up on the project, we are trying to get all of the outstanding invoices paid so we can move forward with a change order to add a little more work to this project in another location.

Mr. Kent moved that the 2014 SRF Loan Disbursement Request No. 39 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

h. Request to Bid 2016 Chemicals with City of Lafayette – WWTU

Director Henderson requested approval to bid 2016 chemicals with the City of Lafayette. He explained that we have done this for the past several years, and it allows us to enjoy a bit of savings by combining volumes and bidding them together. He noted that Lafayette handles the bid process, and asked to continue this partnership with them.

Mr. Kent moved that the request to bid 2016 chemicals with Lafayette be approved. Ms. Folkers seconded the motion.

The motion was adopted.

i. Write Off Uncollectable Accounts – WWTU/Controller

City Controller Gray requested approval to write-off three uncollectable accounts totaling \$372.56. He explained that when people fall behind in paying utility bills, we send out a delinquency notice. After it is unpaid after a certain amount of time we ask the County to place a lien on the property. Due to the time this takes, by the time the lien is filed the property may change ownership. These three items are cases where the ownership has changed and we cannot file the lien.

Mr. Kent moved that the write-off of uncollectable accounts be approved. Ms. Folkers seconded the motion.

The motion was adopted.

j. Resolution No. BW 2016-1: A Signatory Authorization Resolution – Controller

Counsel Burns stated that this resolution will give authority for Mayor Dennis and Controller Gray to be the two signatories on any State Revolving Fund (SRF) Loan Program documentation. He confirmed for Mr. Cohen that this is a normal process.

Mr. Speaker moved that Resolution No. BW 2016-1 be approved. Ms. Folkers seconded the motion.

Mr. Speaker stated that he knows that this is a low-interest loan, and he asked how it is paid back, such as monthly or quarterly.

Counsel Burns stated that they are low-interest, but also tend to be smaller. You cannot get a large amount of money such as the State Street project with it.

Controller Gray stated that it is paid back semi-annually.

The motion was adopted.

k. Hire: Part-Time Administrative Assistant – Lindsey Strawser – Clerk

Clerk Booker requested approval to hire Lindsey Strawser as a regular part-time Administrative Assistant. Ms. Strawser will work 24 hours per week at rate of \$14.00 per hours, effective January 12, 2016. She noted that Ms. Strawser is not new to the City; she worked for us through a temporary agency for approximately seven months and we found her work to be more than acceptable and above average. She stated that we will need that help when the Clerk's Office moves to Morton Center since the other Clerk-Treasurer employees will be staying with the Controller's Office.

Mr. Speaker moved that the hire of Lindsey Strawser be approved. Ms. Folkers seconded the motion.

The motion was adopted.

l. Oath of Office: Deputy Clerk – Nichole Foster – Clerk

Mayor Dennis administered the Oath of Office for Deputy Clerk to Nichole Foster.

m. Claims

i.	AP Docket	\$747,460.07
ii.	AP Docket	\$598,358.42
iii.	PR Docket	\$882,044.97
iv.	RDC Docket	\$881,382.13

Mr. Speaker moved that the claims be approved. Mr. Cohen seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

n. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

o. Other Items

► Chief Dombkowski reported that the Police Department has responded to several crashes and slide-offs this morning. He reminded that everyone needs to slow down for this first real snow of the year. The officers are out assisting motorists.

Mayor Dennis explained the process we have when dealing with the roads. He stated that it does nothing if the citizenry does not realize that slick and dangerous surfaces mean to slow down. He reminded that we all have an obligation to do our own snow removal and keep the sidewalks clean.

Commissioner Payne noted that we had everything cleaned up around 3:00 a.m., and then a new wave of snow started at 5:00 a.m. It is slick out and the Department is out working on it with all trucks running.

► Engineering Assistant Garrison reported that the construction site of the Hampton Inn at the corner of State and Tapawingo needs to do a waterline extension in order to tie in the fire suppression system. That line will be running underneath the trail along Tapawingo in front of the building. Starting next Tuesday they will need to shut down the trail, and it will remain closed until construction is finished, scheduled to be in July. There will be a sidewalk detour setup.

3. **ADJOURNMENT**

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.